



STATE OF WASHINGTON

## GROWTH MANAGEMENT HEARINGS BOARDS

[www.gmhb.wa.gov](http://www.gmhb.wa.gov)

### **JOB ANNOUNCEMENT**

**POSITION:** Growth Board Staff Attorney

**OPENS:** June 11, 2007

**CLOSES:** June 27, 2007

**Job Title:** Growth Board Staff Attorney — Full time, with full state benefits [medical, dental, life, retirement, optional deferred compensation, vacation, sick leave and holidays].

**Salary Range:** [Generally mid-\$60,000 to mid-\$70,000, depending upon qualifications and experience].

**Position Description:** The Growth Board Staff Attorney shall, in consultation with the Board members, assist the Boards by preparing and providing:

- a. Legal research as requested by the Board or Board member;
- b. Assistance in drafting substantive orders, as assigned, for review of the presiding officer and the Board [e.g. Orders on Motions, Final Decisions and Orders, Orders on Reconsideration and Compliance Orders];
- c. Monitor court activity [land use cases generally, and GMA-specifically], reporting frequently to the Boards;
- d. Update and revise templates for the Board's *pro forma* orders [e.g. Notices of Hearing, Prehearing Orders, and Settlement Extensions];
- e. Draft *pro forma* procedural orders, as assigned, for review and signature of the presiding officer [e.g. Notices of Hearing, Prehearing Orders, Schedule Changes, Intervention Orders, Orders of Dismissal, and Settlement Extensions];
- f. Assistance in tracking and scheduling cases, as assigned by the presiding officer;
- g. Prepare updates and revisions to each of the Board's Digest of Decisions, frequency of updates to be determined by each Board;
- h. Complete development of, and update as necessary, the Boards' practice handbook, with a focus on increasing the understanding of Boards' procedures and practice;
- i. Assistance in developing a program of statistical data and information of interest to the Legislature and the public, and assistance in maintaining such database;
- j. Assistance in new Board member orientation, as needed;

- k. Meet as needed in person or telephonically with each of the Boards at their regularly scheduled meetings;
- l. Monthly travel among the Central Puget Sound, Western and Eastern Board offices as required.
- m. Other duties as assigned.

All written materials, reports, memoranda and orders must be delivered to the assigned presiding officer for case specific products or the Board member managing specific products.

Allocation of the Growth Board Staff Attorney's time will be reviewed monthly by the Administrative Chairs of the three Growth Boards, based upon Board caseload and critical projects. Initial allocation of time is anticipated to be approximately 60% of time devoted to CPS, 20% to Western, and 20% to Eastern. Time will be spent either in the offices of the different Boards meeting with the Board members, or working on specific projects for the different Boards.

#### **Desirable Qualifications:**

The Growth Board Staff Attorney must be an active member of the Washington State Bar Association licensed to practice in Washington, with a demonstrated knowledge of land use, environmental and local governmental law and procedures. Two years or more experience in the legal profession.

The successful candidate will demonstrate all of the following:

- An ability to work effectively and professionally with nine Board members – three from each of the three regions;
- An ability to work effectively with all parties, whether *pro se* or represented by legal counsel;
- Excellent skills in legal research and writing and oral communication;
- Knowledge of adjudicative proceedings under the Administrative Procedures Act – Chapter 34.05 RCW; familiarity with the Boards' Rules of Practice and Procedure – Chapter 242-02 WAC;
- Knowledge of the Growth Management Act [Chapter 36.70A RCW], Shoreline Management Act [Chapter 90.58 RCW], and the State Environmental Policy Act [Chapter 43.21C RCW]; experience with these laws is desirable;
- Familiarity with Board developed case law and legal issues relating to the jurisdiction of the Boards
- Experience as a mediator/settlement officer, or a willingness to be trained in mediation/settlement officer skills.

#### **HOW TO APPLY:**

To be considered for this position please provide:

- Cover letter
- Resume

Send your completed package to:  
Paulette Yorke, Executive Assistant  
([PauletteY@wwgmhb.wa.gov](mailto:PauletteY@wwgmhb.wa.gov))  
PO Box 40953  
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